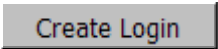


North Dakota Approved Bidder  
INSTRUCTIONS  
For Updating Bidder Information Online

- 1) Access the ND State Procurement website: **www.nd.gov/spo**
- 2) Click **Bids and Contracts** located on left-hand side panel to view the sub-categories.
- 3) Click **Bidder Services** and **Bidder Services Main Menu** (middle of screen).
- 4) Under **My Registration** click **Log In**.
- 5) On the next screen, click **Register Now**.
- 6) Answer all the questions and write down the user name and password you just created.
- 7) Finally, click 
- 8) Close your internet browser window.
- 9) Check your e-mail (within seconds) for a new message from ITD Help. Open the message and click the link. Enter your password (created in Step 6) and click **Confirm**.
- 10) Under **MY REGISTRATION**, click **Request Authorization**, and fill in the boxes.  
**NOTE:** You will need your Vendor # and Tax ID #. You may use [Search Bidders](#) to find your vendor number.
- 11) After you **SUBMIT** the information, you will receive a letter within 2 to 14 days as-signing your **Authorization Code**.
- 12) This letter will contain instructions for activating your account. You have 30 days from the date of the letter to use your Code.
- 13) **After you receive letter -**
  - A. Go to **www.nd.gov/spo**, click **Bid Opportunities**, and click **Bidder Main Menu Services**.
  - B. Scroll down to **MY REGISTRATION** and click **Maintain Registration**. Enter your *Vendor Number* and *Authorization Code* for first time access to your info.
  - C. From this point forward, follow 13) A. and B. and enter your Login ID and Password to maintain your business information.